



TO: Workforce Investment Board Chairperson
Workforce Investment Board Director
Regional Workforce Board Chairpersons
Regional Operators
Regional Coordinators

FROM: Ronald L. Stiver, Commissioner *RS*

THROUGH: Monty Combs, Deputy Commissioner/Controller *Muc*

DATE: September 22, 2006

SUBJECT: DWD Commissioner's Directive 2006-08
Guidelines for Development of Integrated Services Contracts for
Program Year 2006 and Program Year 2007

Purpose

The purpose of this communication is to provide guidelines for the development of integrated services contracts for Program Year 2006 and Program Year 2007. These contracts are necessary for the reimbursement of co-location expenses shared between the Indiana Department of Workforce Development and a workforce investment board or between the Indiana Department of Workforce Development and a regional workforce board on behalf of the regional operators/service providers.

Rescission

None

Content

The guidelines and documents necessary for the development of an integrated services contract are attached. A copy of the contract package will be electronically sent to each workforce investment board and regional workforce board. The contracts may need to be modified later in the program year if changes occur in how co-location expenses will be reimbursed.

Ownership

Indiana Department of Workforce Development, Administrative Services

Effective Date

July 1, 2006

Ending Date

June 30, 2008

Action

The guidelines contained in this policy are to be followed in preparing an integrated services contract. Please complete and return the e-mailed contract package **as soon as possible to:**

Virginia Harrold, Grant Coordinator
Grant and Contract Support
Administrative Services
Indiana Department of Workforce Development
10 North Senate Ave., IGCS-SE305
Indianapolis, Indiana 46204

Each regional workforce board (which may be represented by its regional operator) and the Marion County Workforce Investment Board will work together with their Indiana Department of Workforce Development regional coordinator to develop the integrated services contract. The summary budget will be signed by the Indiana Department of Workforce Development regional coordinator before being submitted to the department. This does not signify an agreement until the Indiana Department of Workforce Development's Director of Career Services and Controller accept the agreement.

At the regional workforce board's or workforce investment board's (in the case of Marion County's Workforce Investment Board) discretion, the regional workforce board or workforce investment board may elect to use Indiana Department of Workforce Development's managers and supervisors to supervise the Workforce Investment Act service provider staff. If they elect to do this, they will pick up a portion of the manager's/supervisor's salary and benefits as determined by an allowable, reasonable, allocation method approved by DWD. Once determined, at least 40% of the manager's/supervisor's time must be utilized by local regions. The agreement will need to clearly identify the person by name and title and will need to show an organizational chart to depict his/her area of responsibility. If the responsibility includes travel between multiple offices, this will need to be clearly stated. This item is not negotiable and final approval of this is at the discretion of the Indiana Department of Workforce Development's Director of Career Services.

The Indiana Department of Workforce Development will provide technical assistance on integrated services contracting for state and local negotiating team members on an as-needed basis. Questions concerning this communication may be directed to Grant and Contract Support at 317/232-7356.

Attachments

Attachment A, Guidelines for Development of Integrated Services Contracts
Attachment B, Instructions for Program Year 2006/Program Year 2007 Integrated Services Contract
Contract for Provision of Integrated Employment and Training Services
Exhibit A, Applicable Statutes and Regulations
Exhibit B, Project Narrative
PY'06 Integrated Services Contract Budget, Summary Budget
PY'06 Integrated Services Contract Budget, Location Budget
PY'07 Integrated Services Contract Budget, Summary Budget
PY'07 Integrated Services Contract Budget, Location Budget

Attachment A

GUIDELINES FOR DEVELOPMENT OF INTEGRATED SERVICES CONTRACTS

Local negotiating teams should negotiate integrated services contracts, consisting minimally of designated representatives for the workforce investment board or the regional workforce board and the local Indiana Department of Workforce Development's regional coordinator. The integrated services contract developed by the local negotiating team should be submitted to the Indiana Department of Workforce Development for review as specified in Attachment B of this communication. Following submission to the department, the local negotiating team may correspond and/or meet with the Indiana Department of Workforce Development's administrative office staff to resolve any issues raised by the department.

The Cost Allocation Plan (CAP) developed by the workforce investment board or the fiscal agent in conjunction with the regional workforce board will serve as the basis for establishing shared costs that require reimbursement by the Indiana Department of Workforce Development if the plan is reasonable and equitable for all parties. This CAP must be on file with the Analysis and Reconciliation Unit under the Indiana Department of Workforce Development's Controller. Leased-space costs will be determined by actual percentage of total square feet within each facility. A One-Stop Comprehensive Financial Management Technical Assistance Guide was issued by United States Department of Labor in July 2002. This technical assistance guide provides guidance on the uniform Federal policy on cost allocation and resource sharing for One-Stop career centers.

Budget Categories and Descriptions

The following categories of costs may be included in an integrated services contract to be reimbursed by Indiana Development of Workforce Development and/or the workforce investment board or the regional workforce board:

A. Administrative Costs:

Administrative costs include the reimbursable staff costs and non-personal services (NPS) costs described in the narrative as necessary to administer the integrated services contract within the workforce investment area. Allowable administrative costs include costs associated with:

- Contract preparation/negotiation
- Accounting/record keeping/time tracking*
- Lease negotiations
- Issuing and handling checks
- Computer time
- Procurement
- Property management
- Marketing
- Administrative supervision**

* In situations where Indiana Department of Workforce Development personnel charge time that is reimbursed as part of this agreement, the regional workforce board must reimburse the Indiana Department of Workforce Development an additional 10% of the staff costs for administration of the expenses involved in this process. **This 10% Administrative, Staff, and Technical (AS&T) costs are the department's indirect costs and should be reflected in the Administrative Costs line item on the budget page.**

** Each line item listed may include administrative supervision if accompanied by supporting rationale, or it may be rolled-up as a total amount.

B. Clerical Support/Contractual Supervision:

Clerical support/contractual supervision includes costs related to both shared clerical support (i.e., one receptionist to serve all needs of a local office) and functional supervision services. Contractual supervision is functional supervision of local entity staff by Indiana Department of Workforce Development staff.

C. Premises Expenses/Security:

Premises expenses include all costs associated with the operation and maintenance of the building (i.e., lease payments, utilities, security services, janitorial services, building maintenance, snow removal, handyman services, and ground maintenance). This category does not include property management or lease negotiations included under the category of administrative costs.

Leased space costs will be determined by actual percentage of total square feet within each facility. This includes shared and common space.

D. Supply Expenses:

Supply expenses include office supplies, forms, janitorial and maintenance supplies, and supplies valued at less than \$150.00 or with an expected life of less than one year.

Supplies used to support Indiana Department of Workforce Development's operations should be purchased through the state system.

Unemployment insurance funds may be used for supply expenses **only** in instances where the workforce investment board or the regional workforce board and Wagner-Peyser funds also share in the use and cost of the supplies.

E. Equipment Purchases:

Equipment purchases include purchases of capital equipment valued at more than \$500.00 and/or have a serial number.

Indiana Department of Workforce Development will conduct procurement of equipment for Indiana Department of Workforce Development staff unless inclusion in the integrated services contract will result in reduced expense.

Unemployment insurance funds may be used for equipment purchases **only** in instances where the workforce investment board or the regional workforce board and Wagner-Peyser funds also share in the use and cost of the equipment.

F. Equipment Expenses:

Equipment expenses include repairs, rental, maintenance, and non-capital equipment purchases. Unemployment Insurance funds may be used for equipment expenses **only** in instances where the workforce investment board or the regional workforce board and Wagner-Peyser funds also share in the use and cost of the equipment.

G. Telephone and Data Line Expenses:

Telephone and data line expenses include all charges normally contained in a telephone billing statement, including equipment rental. Telephone expenses should be allocated in accordance with the number of telephone instruments within each facility. Expenses for telephone lines supporting FAX machines, personal computers, shared printers, and expenses for data lines must be included in this contract.

H. Miscellaneous Expenses:

Miscellaneous expenses include, but are not limited to, liability insurance premiums, post office box rental, etc. The integrated services contract should not include liability insurance premiums for premises owned or leased by Indiana Department or Workforce Development. Liability insurance premiums **may** be included for premises owned or leased by the workforce investment board or the regional workforce board.

Expenses Not Permitted

The following types of expenses are not permitted to be included in an integrated services contract. This list of expenses not permitted to be included in an integrated services contract is not intended to be exhaustive.

A. Discretionary Funds:

Integrated services contracts may not contain a budget category designated as discretionary funds or any other similar type of designation. As set out above, miscellaneous expenses are permitted only if properly described and justified.

B. Membership Expenses:

Membership in the Chamber of Commerce and other memberships for Indiana Department of Workforce Development staff are to be submitted through the routine procurement process and should not be included in the integrated services contract.

C. Travel and Training Expenses:

Funds for travel and training expenses should not be included in the integrated services contract. Indiana Department of Workforce Development staff should submit travel/trip requests through normal channels.

D. Information Resource Area Expenses:

Expenses related to the Information Resource Area in a WorkOne Center or WorkOne Express may not be charged to this contract. Indiana Department of Workforce Development local office staff will need to go through the procurement process to acquire items for this area.

Fiscal and Accounting Requirements

A. All Accounts Receivables/Payables will flow between the designated fiscal agent for the regional workforce board/workforce investment board and the Indiana Department of Workforce Development.

B. Offsetting Costs:

Non-financial, offsetting staffs cost arrangements and other offsetting costs are not permissible provisions of an integrated services contract. All reimbursable expenses must be included in the integrated services contract budget.

C. Reimbursement:

Costs must be accounted for and reported on an accrued basis as Accrued Expenditure Reports (AERs). Reimbursement will occur after timely receipt of the AER.

- AERs for reimbursement of expenses covered by an integrated services contract shall be due according to Indiana Department of Workforce Development policy.
- Reimbursement for expenditures will be based on the monthly AER due no later than the 10th working day.
- Late submission of the AER may prevent timely processing of reimbursement.

D. Case Management System (CMS):

- Each regional workforce board and the Marion County Workforce Investment Board will pay a one-time administrative fee of \$12,065 in accordance with the contract agreement between the Indiana Department of Workforce Development and @Work Solutions.
- Each regional workforce board and the Marion County Workforce Investment Board will pay an annual fee for System Operation and Maintenance. This annual fee will be billed monthly. These charges are based on allocations and will be adjusted at the end of each program year, based on actual enrollments as reported to DWD. The following chart outlines the charges for System Operation and Maintenance.

MARION COUNTY	\$88,481
Region 1	\$68,369
Region 2	\$35,009
Region 3	\$62,635
Region 4	\$36,813
Region 5	\$31,717
Region 6	\$39,987
Region 7	\$26,517
Region 8	\$23,938
Region 9	\$13,532
Region 10	\$14,901
Region 11	\$24,551

Allowable Adjustments Between Budget Categories (Line Items)

The workforce investment board or regional workforce board will be permitted to transfer between the following budget categories within individual programs:

- Premises Expenses
- Supply Expenses
- Telephone Expenses
- Equipment Expenses
- Miscellaneous Expenses

Line item adjustments **will not** be allowed between funding sources (i.e., Wagner-Peyser, Unemployment Insurance, Local Veterans' Employment Representatives, Disabled Veterans' Outreach Program Specialists) without prior written approval from the Indiana Department of Workforce Development. Line item adjustments for any other budget category (i.e., Administrative Cost, Clerical/Contractual Supervision, and Equipment Purchases) are not permitted without modification of the integrated services contract.

In order to transfer budget categories within a funding source, the workforce investment board or the regional workforce board shall submit a letter modification to the Indiana Department of Workforce Development's Grant and Contract Support if the adjustment to a line item is (+) or (-) **10%** of the amount budgeted in the integrated services contract. The workforce investment board or the regional workforce board must receive Indiana Department of Workforce Development's approval of the letter modification.

ATTACHMENT B
Instructions for
Program Year 2006/Program Year 2007 Integrated Services Contract

I. General Instructions:

- A. Documents required for the contract package are the **Boilerplate**, Contract for the Provision of Integrated Employment and Training Services, **Exhibit A**, Applicable Statutes & Regulations, **Exhibit B**, Project Narrative and **Exhibit C**, Budget. Two complete packages with original signatures on one must be submitted to the Indiana Department of Workforce Development.

Documents may be hand delivered or mailed **as soon as possible to:**

Virginia Harrold, Grant Coordinator
Grant and Contract Support, Administrative Services
Indiana Department of Workforce Development
10 North Senate Ave., IGCS-SE305
Indianapolis, Indiana 46204

- B. Do not staple, bind or hole punch documents in any manner. Use large paper clips or place them securely in a folder.
- C. Complete appropriate blanks and assemble documents in the order of Exhibits after the boilerplate. The blank forms provided may be photocopied if additional copies are required.
- D. Consecutive page numbering is to be completed on the top of the reverse side of each page. The back of the first page of the agreement will be "page 1 of __", etc. Numbering pages in this manner allows us to make any necessary changes that affect the page numbering sequence.

II. Contract Agreement:

- A. Enter your Contract number IS-6-(region number (Marion County Workforce Investment Board will use 39)). The contract number will be used as an identifier on reports, correspondence, closeouts and audits during and after the contract period.

In the first paragraph enter the **full legal name** of the Contractor. This name should match the name associated with your Federal Employer Identification Numbers (FEIN)

In 3(b)(1), enter the entire amount of the contract to be obligated to you by the State.

In 3(d)(1), if appropriate, enter the entire amount of any reimbursement the Contractor is obligating to the State.

In 25B, enter the name and address where notices should be sent.

- B. Signature Page: An original signature of the authorized signatory of the contract is necessary on the one original document.
- C. Project Narrative: The Project Narrative of the contract is included as EXHIBIT B: Please complete the attached Project Narrative form for each office where there is an Indiana Department of Workforce Development and workforce investment board or regional workforce board presence. Only one Project Narrative form has to be completed if the means of sharing costs are the same for each office location. A description of contract costs or services should be provided where indicated.
- D. Budget Sheets: The Budgets are included as EXHIBIT C. A separate Individual Office Location Budget for PY '06 and PY'07 should be completed for each office where there is an Indiana Department of Workforce Development and workforce investment board or regional workforce board presence. The Summary Budget should also be submitted which totals each of the individual site budgets to one total for the Economic Growth Region. These budgets will show how each of the cost categories are allocated among each funding source and will also indicate the amount of funds to be reimbursed through this contract.

If utilizing electronic format, the subtotal for Section A, line 3 Premise Expense, subtotal for Section B and Total Budget will add automatically. Total for each row as well as the Total Amount of Reimbursement from/to each party will also tally automatically.

Revised 8/2006

**CONTRACT FOR THE PROVISION
OF INTEGRATED EMPLOYMENT AND TRAINING SERVICES**

CONTRACT NO. _____

This Contract, entered into by and between the Indiana Department of Workforce Development for and on behalf of the State of Indiana (hereinafter the "State") and the _____ (hereinafter the "Contractor") is executed pursuant to IC 22-4-18-1(b)(4) and the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1) Purpose of the Contract: The purpose of this Contract is to provide for the reimbursement of co-location expenses shared between the State and the Contractor. This Contract also encompasses the provision of services under the Wagner-Peyser Act, 29 USC 49, *et seq.*, as well as the coordination of employment and training programs with Veterans and Unemployment Insurance programs operated by the State. The applicable federal and state statutes, rules and regulations, as the same may be amended from time to time, for the Contract funds are set forth in Exhibit A, attached hereto and incorporated fully herein. The Contract shall be used exclusively in accordance with the provisions contained in this Contract, and in the applicable federal and state statutes, rules and regulations. Contractor shall be responsible for performing the work described in the Project Narrative, attached hereto as Exhibit B, and incorporated fully herein (the "Project" or the "Project Narrative").

2) Term: The term of this Contract shall be from _____ until _____ (the "Expiration Date"). In no event shall payments be made for work done or services performed after the Expiration Date. The Contractor may request in writing that the Expiration Date only of this Contract be extended. Such request may be approved in writing by a duly authorized representative of the State. If the Expiration Date is extended, all other provisions of this Contract shall remain in full force and effect.

3) Budget: The Project Budget is set forth in Exhibit C, attached hereto and incorporated fully herein (the "Budget"). Maximum payment, on a cost reimbursement basis, is limited as follows:

- (a) The State agrees to reimburse the Contractor, on a cost reimbursement basis and pursuant to the terms of this Contract, for the actual co-location costs incurred by Contractor for which the State is legally responsible under applicable law.
- (b) In addition, the State agrees to pay the Contractor, on an accrued cost basis and pursuant to the terms of this Contract and the Project Narrative, the lesser of:
 - (1) \$_____, as specified in the Budget, or
 - (2) The actual costs incurred in connection with the Project.
- (c) The Contractor agrees to reimburse the State, on a cost reimbursement basis and pursuant to the terms of this Contract, for the actual co-location costs incurred by the State for which the Contractor is legally responsible under applicable law.

(d) In addition, the Contractor agrees to pay the State, on an accrued cost basis and pursuant to the terms of this Contract and the Project Narrative, the lesser of:

(1) \$_____, as specified in the Budget, or

(2) The actual costs incurred in connection with the Project.

4) **Audits:** The Contractor shall produce all accounting books, bills, vouchers, documentation and records relating to this Contract to the auditor(s) selected by the Contractor to audit this Contract. The Contractor shall submit the auditor's report to the State within the earlier of 30 days after receipt of the auditor's report, or nine (9) months after the end of the audit period. The State will retain responsibility for audit resolution. All nongovernmental organizations are required by IC 5-11-1-4 to file an Entity Annual Report (form E-1) with the Indiana State Board of Accounts. The E-1 form is due within thirty (30) days after the entity's fiscal year end.

5) **Authority to Bind Contractor:** Notwithstanding anything in this Contract to the contrary, the signatory for the Contractor represents that he/she has been duly authorized to execute this Contract on behalf of the Contractor and has obtained all necessary or applicable approval from the Contractor to make this Contract fully binding upon the Contractor when his/her signature is affixed.

6) **Complete Agreement:** This Contract, including all Exhibits, is the complete agreement between the parties, notwithstanding prior discussions or documents.

7) **Compliance with Laws:**

(a) The Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of regulations thereunder after execution of this contract shall be reviewed by the State and the Contractor to determine whether the provisions of the contract require formal modification.

(b) The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <<<<http://www.in.gov/ethics/>>>>. If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12.

(c) The Contractor certifies by entering into this Contract, that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Contractor agrees that any payments currently due to the State may be withheld from payments due to the Contractor. Additionally, further

work or payments may be withheld, delayed, or denied and/or this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the State.

- (d) The Contractor warrants that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Contractor agrees that the State may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Contract.
- (e) If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the Contractor, the Contractor may request that it be allowed to continue, or receive work, without delay. The Contractor must submit, in writing, a request for review to the Indiana Department of Administration (IDOA) following the procedures for disputes outlined herein. A determination by IDOA shall be binding on the parties.
- (f) Any payments that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest under IC 5-17-5.
- (g) The Contractor warrants that the Contractor and its subcontractors, if any, shall obtain and maintain all required permits, licenses, and approvals, as well as comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of further work with the State.
- (h) The Contractor affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- (i) As required by IC 5-22-3-7:
 - (1) The Contractor and any principals of the Contractor certify that (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation Of Consumers], (ii) IC 24-5-12 [Telephone Solicitations], or (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the Contractor will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.
 - (2) The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor: (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

8) **Conflict of Interest:**

(a) As used in this section:

“Immediate family” means the spouse and the unemancipated children of an individual.

“Interested Party” means:

(1) The individual executing this Contract;

(2) An individual who has an interest of three percent (3%) or more of Contractor, if Contractor is not an individual; or

(3) Any member of the immediate family of an individual specified under subdivision 1 or 2.

“Department” means the Indiana Department of Administration.

“Commission” means the State Ethics Commission.

(b) The Department may cancel this Contract without recourse by Contractor if any interested party is an employee of the State of Indiana.

(c) The Department will not exercise its right of cancellation under section (b), above, if Contractor gives the Department an opinion by the Commission indicating that the existence of this Contract and the employment by the State of Indiana of the interested party does not violate any statute or code relating to ethical conduct of state employees. The Department may take action, including cancellation of this Contract, consistent with an opinion of the Commission obtained under this section.

(d) Contractor has an affirmative obligation under this Contract to disclose to the Department when an interested party is or becomes an employee of the State of Indiana. The obligation under this section extends only to those facts that Contractor knows or reasonably could know.

9) **Confidentiality:** The Contractor will abide by all applicable statutes, regulations, directives and mandates to protect the privacy rights and interests of individuals who apply for employment and training and related services. The Contractor will abide by the provisions of IC 22-4-19-6 and IC 4-1-6-1 *et seq.* Contractor recognizes that it is subject to the penalties for disclosure of protected information under IC 5-14-3-10.

10) **Debarment and Suspension:**

(a) Contractor certifies, by entering into this Contract, that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Contract by any federal agency or by any department, agency or political subdivision of the State. The term “principal” for purposes of this Contract means an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on, or substantive control over, the operations of Contractor.

(b) The Contractor certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under this Contract and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred

subcontractor. The Contractor shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Contract.

11) Drug-Free Workplace Certification: The Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor in the State of Indiana has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of Contract payments, termination of this Contract and/or debarment of contract opportunities with the State for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total contract amount set forth in this Contract is in excess of \$25,000.00, Contractor hereby further agrees that this Contract is expressly subject to the terms, conditions and representations of the following certification:

This certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana. No award of a contract shall be made, and no contract, purchase order or agreement, the total amount of which exceeds \$25,000.00, shall be valid, unless and until this certification has been fully executed by the Contractor and made a part of the contract or agreement as part of the contract documents.

The Contractor certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- (b) Establishing a drug-free awareness program to inform their employees of (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace.
- (c) Notifying all employees in the statement required by subparagraph (a) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (d) Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (c)(2) above, or otherwise receiving actual notice of such conviction;
- (e) Within thirty (30) days after receiving notice under subdivision (c)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of

drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

- (f) Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

12) Establishment and Maintenance of Records, Cost Documentation, Reports and Inspections:

The Contractor shall utilize fiscal control and accounting procedures that permit the preparation of all required reports and the tracing of expenditures adequate to establish compliance with all applicable requirements. The Contractor shall prepare required reports that are uniform in definition, reasonably accessible and comprehensible to all authorized parties, verifiable for monitoring, reporting, audit and evaluation purposes, and in accordance with the specifications of the Statewide Management Information System as set forth by the State.

13) Equal Opportunity and Nondiscrimination Obligation: Equal Opportunity Assurances: The parties to this Contract assure that each will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIA and its implementing regulations at 29 CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief in both participation and employment. In the case of participants only, it prohibits discrimination based on citizenship, or his or her participation in any WIA Title I-financially assisted program or activity.

Discrimination Complaint Procedures: The parties to this Contract will assure those complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 37.76 and related sections. The Department of Workforce Development will issue a revision to complaint procedures policy (DWD Communication 99-20) developed pursuant to this section and approved by the U.S. Department of Labor's Civil Rights Center. The revision will provide detailed instructions on the specific steps to be followed in processing discrimination complaints in the One-Stop delivery systems.

Accessibility and Reasonable Accommodation: Pursuant to 29 CFR Part 37.7 through 37.10, the parties to this Contract will assure that the following is provided in the One-Stop delivery systems:

- (a) Facilities and programs are architecturally and programmatically accessible;
- (b) Reasonable accommodations for individuals with disabilities;
- (c) The method of which costs will be allocated for making reasonable accommodations (i.e., shared or paid by one entity).

Obligation to Provide Notice: The parties to this Contract will provide ongoing and continuing notification that it does not discriminate on any of the prohibited basis in accordance with 29 CFR Parts 37.29 through 37.34 of the implementing regulations for Section 188 of WIA.

14) Funding Cancellation: When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of a contract, this Contract shall be canceled. A determination by the Budget Director

that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

15) General Assurances and Certifications: The Contractor certifies that in connection with the activities undertaken pursuant to this Contract:

- (a) It shall comply with all applicable policy and directives issued by the State.
- (b) The Contractor represents and warrants that it has a current Cost Allocation Plan. A Cost Allocation Plan is current when it addresses an entity-wide allocation of **all funds** awarded to the Contractor by the State and received from separate funding sources.
- (c) No funds made available under this Contract shall be used to promote religious or anti-religious activities, or used for lobbying activities in violation of 20CFR 667.266(b), or used for political activities in violation of 5 U.S.C. 1501 to 1508.
- (d) It shall establish safeguards adequate to prohibit employees or other persons from using their position with the Contractor for improper private gain for themselves or others. The Contractor will adopt corporate bylaws that establish procedures to avoid improper conflicts of interest.
- (e) It shall maintain an affirmative action plan, written personnel policies, and grievance procedures for complaints and grievances from applicants, participants and beneficiaries, subcontractors, employers, employees and other interested persons, all in accordance with all applicable statutes and regulations.
- (f) The Contractor agrees to comply with the Uniform Conflict of Interest Standards for WIBs issued by the State, which by reference is incorporated herein.
- (g) The Contractor will not violate the provisions of 18 USC 665, which defines criminal liability for individuals who steal, embezzle, or otherwise misuse funds under the WIA and agrees to educate all staff members on the requirements of this statutory provision.
- (h) In accordance with the Occupational Health and Safety Act of 1970, 29 USC 651 et seq., the Contractor will not expose participants to surroundings or working conditions which are unsanitary, hazardous or dangerous; participants employed or trained for inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.
- (i) The Contractor agrees to comply with the provision of veteran's preference consistent with the applicable law at 38 USC4212.

16) Governing Laws: This Contract shall be construed in accordance with and governed by the laws of the State of Indiana and suit, if any, must be brought in the State of Indiana.

17) Indemnification: The Contractor shall indemnify, defend, save and hold harmless the State Workforce Innovation Council ("SWIC") and State, its agents, officials, employees, customers, consultants, third-party service providers, (the "**State Indemnities**") from and against all claims,

allegations, causes of action, or demands that are presented to or brought against one or more of the State Indemnities, and any losses, liabilities, damages, lost premium, fines, penalties, assessments and/or related costs and/or expenses (including, but not limited to, reasonable attorneys' fees, expert fees, court costs, reasonable costs of investigation, litigation, settlement, judgment, appeal, interest, and/or penalties to enforce any right under this Agreement) (the "**Losses**") arising out of, in connection with or relating to any act or omission of the Contractor and its fiscal agent if procured by the Contractor, regional operator, or service providers. The Contractor agrees to repay to State or SWIC as applicable, from non-federal funding sources, the costs determined by law to be disallowed in accordance with applicable federal, state or local laws, including rules or regulations. The State or SWIC shall **not** provide such indemnification to the Contractor.

18) Independent Contractor: Both parties hereto, in the performance of this Contract, will be acting in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever. Neither party will assume any liability for any injury (including death) to any persons, or any damage to any property arising out of the acts or omissions of the agents, employees, or subcontractors of the other party. The Contractor shall be responsible for providing all necessary unemployment and workers' compensation insurance for its employees.

19) Insurance and Bonding:

- (a) Contractor shall, at its sole cost and expense, provide comprehensive and general public liability insurance against claims for personal injury, death or property damage occurring in connection with the Project. The limits of such insurance shall not be less than \$300,000 combined single limit per occurrence, \$500,000 aggregate, and shall contain a deductible clause not greater than Ten Thousand Dollars (\$10,000). All insurance required hereunder shall be with a responsible carrier acceptable to the State, shall name the State as an additional insured, and shall also contain a provision for at least ten (10) days' notice to the State of cancellation. Contractor shall provide the State with a Certificate evidencing such insurance prior to the release of any Contract funds. Failure to maintain such insurance shall result in the termination of this Contract.
- (b) The Contractor shall provide a fidelity bond in the amount of (i) \$100,000, or (ii) the highest single total disbursement planned pursuant to this Contract and all other State contracts or contracts outstanding to Contractor, whichever is higher, and covering all persons responsible for or handling funds received or disbursed under this Contract. This bond must show the State of Indiana as **the obligee**. It shall be the Contractor's responsibility to see that all persons handling funds under this Contract are bondable. Failure to provide such evidence to the State shall result in termination of this Contract and any funds awarded hereunder. Pursuant to Indiana Code 4-13-2-20(i), such security shall not be required if the Contractor is a school corporation (as defined in IC 20-10.1-1-1), or a state educational institution (as defined in IC 20-12-0.5-1).

- (c) If Contractor is a department, division or agency of the State of Indiana, or of a county, municipal or local government, the foregoing insurance coverages shall not be required; however, Contractor may elect to provide such coverages.

20) **Licensing Standards:** Contractor, its employees and any subcontractors shall comply with all applicable licensing, certification or accrediting standards and any other laws and regulations governing the services to be provided pursuant to this Contract. If licensure, certification or accreditation expires or is revoked, Contractor shall immediately notify the State.

21) **Lobbying Activities:**

- (a) Pursuant to USC § 1352, and any regulations promulgated thereunder, Contractor hereby assures and certifies, and will require any subcontractor or subcontractor to assure and certify, that no federally appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in conjunction with the awarding of any federal contract, the making of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, contract, loan or cooperative agreement.
- (b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this contract, Contractor and any subcontractor shall complete and submit "Standard Form LLL" ("Disclosure Form to Report Lobby").

22) **Modification:** The State and the Contractor shall modify or extend this Contract consistent with applicable law and DWD policy. Such modification or extension shall be made by mutual written agreement of the parties and subsequent approval by all appropriate state officials or their designees.

The State and the Contractor further agree that either party shall be able to suggest system and administrative changes, notwithstanding any other provision of this Contract, in the following manner:

- (a) by written agreement, signed by the State and the Contractor, for any such change to this Contract that does not affect the period of performance, price, scope of work, budget or other provisions of this Contract.
- (b) The Contractor covenants that, while it is authorized to make budget adjustments within cost categories so long as the adjusted cost category amount continues to meet any maximum/minimum limitations, it will submit a letter modification to this Contract if the adjustment to a cost category is (+) or (-) 10% of the amount budgeted.

23) **Monitoring and Compliance:** The State shall monitor the Contractor's compliance with the terms and conditions of the Contract including all applicable statutes, regulations, directives and mandates. The Contractor shall provide the State reasonable and adequate opportunity to conduct this monitoring,

including providing the opportunity to review and audit all relevant documents, forms, reports or any other records at any time during the term of this Contract and after the Expiration Date as may be reasonably necessary to monitor compliance with this Contract. The Contractor will be responsible for on-site monitoring of any sub-recipient.

24) **Nondiscrimination:** Pursuant to IC 22-9-1-10 and the Civil Rights Act of 1964, Contractor and its subcontractors shall not discriminate against any employee or applicant for employment in the performance of this Contract. The Contractor shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, religion, sex, disability, national origin or ancestry. Breach of this covenant may be regarded as a material breach of this Contract. Acceptance of this Contract also signifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination in the provision of services based on race, color, national origin, age, sex, disability or status as a veteran.

The Contractor understands that the State is a recipient of federal funds. Pursuant to that understanding, the Contractor and its subcontractor, if any, agree that if the Contractor employs fifty (50) or more employees and does at least \$50,000 worth of business with the State and is not exempt, the Contractor will comply with the affirmative action reporting requirements of 41 CFR 60-1.7. The Contractor shall comply with Section 202 of Executive Order 11246, as amended, 41 CFR 60-250, and 41 CFR 60-741, as amended, all of which are incorporated herein by specific reference. Breach of this covenant may be regarded as a material breach of this Contract.

25) **Notices:** Whenever any notice, statement or other communication shall be sent to the State or Contractor, it shall be sent to the following addresses, unless otherwise specifically advised.

(a) Notices to the State shall be sent to:

Commissioner
Department of Workforce Development
10 North Senate Ave., IGCS, 3rd Floor
Indianapolis, Indiana 46204

(b) Notices to the Contractor shall be sent to:

(c) As required by IC 4-13-2-14.8, payments to the Grantee shall be made via electronic funds transfer in accordance with instructions filed by the Grantee with the Indiana Auditor of State.

26) Order of Precedence: Any inconsistency or ambiguity in this Contract shall be resolved by giving precedence in the following order: (1) this Contract, (2) Exhibits prepared by the State, and (3) Exhibits prepared by the Contractor.

27) Payment of Contract Funds by the State: The payment of Contract funds by the State to the Contractor shall be made in accordance with the following schedule and conditions:

- (a) This Contract must be fully executed.
- (b) No funds that are transferred under this Contract shall be disbursed by the Contractor to another person to act as its agent or employee in performing the terms and conditions of this Contract without a written financial contract between the Contractor and that person. This subcontractor shall reserve the right of the Contractor not to honor request for payments received more than 60 days after the Expiration Date.
- (c) All payments by the State to the Contractor for services rendered pursuant to this Contract shall be made on an accrual (reimbursement) basis and shall be accompanied with financial reports that are required by the State. No cost shall be accrued prior to the starting date of this Contract.
- (d) All payments by the State are subject to the encumbrance of monies, to the prohibition against advance payments under IC 4-13-2-20, and to all of the State's fiscal policies and procedures.
- (e) The State reserves the right not to honor requests for payment received more than 90 days after the Expiration Date. The State also reserves the right to withhold final payment until agency-required reports are received and accepted.
- (f) Failure to complete the Project and expend the funds in accordance with this Contract may be considered a material breach of this Contract and shall entitle the State to impose sanctions against the Contractor including, but not limited to, suspension of all contract programs until such time as all material breaches are cured to the State's satisfaction. Sanctions may also include repayment of all funds expended for activities which are not in the scope of the Project or the Budget. The remedies described in this subparagraph are in addition to any other remedies the State may have at law or equity.

28) Penalties, Interest and Attorney Fees: The State will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest, or attorney's fees, except as required by Indiana law, in part, IC 5-17-5, IC 34-54-8, and IC 34-13-1. Notwithstanding the provisions contained in IC 5-17-5, the parties stipulate and agree that any liability resulting from the State's failure to make prompt payment shall be based solely on the amount of funding originating from the State and shall not be based on funding from federal or other sources.

29) Property Management: Title to all non-expendable personal property acquired with funds provided herein shall immediately become the property of the State upon delivery of such property by the vendor in accordance with the applicable Federal OMB circulars and the State Property Management Policy.

30) **Renewal Option:** This Contract may be renewed under the same terms and conditions, subject to the approval of the Commissioner of the Department of Administration and the State Budget Director in compliance with IC 5-22-17-4. The term of the renewed contract may not be longer than the term of the original contract.

31) **Repayment:** The Contractor and, if applicable, its Guarantor are responsible for the repayment of costs determined to be disallowed in accordance with applicable statutes, regulations, directives or mandates. Repayment of such costs shall be made within thirty (30) calendar days of the final audit determination and, unless agreed to in writing by the State, shall be repaid from non-Federal funds. Responsibility of the Contractor, as set forth herein, shall not release any insurer or bonding company from any contractual duty to reimburse the insured, the State, or the obligee.

32) **Retention of Records:** The Contractor shall retain and make available all financial records, supporting documentation, statistical records, evaluation data, member information and personnel records for three (3) years from the final Expiration Date of this Contract. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

33) **Statutory Authority of Contractor:** The Contractor expressly warrants to the State that it is statutorily eligible to receive the funds contracted herein, and it expressly agrees to repay all monies paid to it under this Contract should a legal determination of its ineligibility be made by any court of competent jurisdiction.

34) **Taxes.** The State is exempt from state, federal and local taxes. The State will not be responsible for any taxes levied on the Contractor as a result of this Contract.

35) **Termination for Cause:** The State may terminate this Contract or withhold payments for a material violation of a term or condition of this Contract, upon delivery of written notice to the Contractor of termination or withholding of payments. A material violation includes:

- (a) Improper use of funds in connection with this Contract as reasonably determined by the State.
- (b) Reasonable determination by the State that the successful performance of this Contract is improbable or infeasible.
- (c) Termination or suspension of availability of federal funds for the performance of this Contract as reasonably determined by the State.
- (d) Inability of the Contractor to repay any cost found to be disallowable by final audit resolution.
- (e) Any other material failure to comply with a term or condition of this Contract as reasonably determined by the State.
- (f) Failure to take proper corrective action in a timely manner as determined by the State.

36) **Termination for Convenience:** This Contract may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination of services shall be effected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of

services under such termination becomes effective. The Contractor shall be compensated for services properly performed prior to the effective date of termination. The State will not be liable for services performed after the effective date of termination, and in no case shall total payment made to the Contractor exceed the amount set forth in the Project or the Budget, nor shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that he/she is the Contractor, or that he/she is the properly authorized representative, agent, member or officer of the Contractor, that he/she has not, nor has any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, to the best of the undersigned's knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid any sum of money or other consideration for the execution of this Contract other than that which appears upon the face of this Contract.

THE REST OF THIS PAGE IS LEFT BLANK INTENTIONALLY

The parties, having read and understanding the foregoing terms of this Contract, do by their respective signatures dated below hereby agree to the terms thereof.

CONTRACTOR

**INDIANA DEPARTMENT OF
WORKFORCE DEVELOPMENT**

RWB/WIB Chair Signature

Ronald L. Stiver, Commissioner

Typed or Printed Name

Date

Date

**INDIANA DPARTMENT OF
ADMINISTRATION**

STATE BUDGET AGENCY

Carrie Henderson, Commissioner

Charles E. Schalliol, Director

Date

Date

APPROVED AS TO FORM AND LEGALITY:

Stephen Carter, Attorney General

Date

Revised 8/06

Exhibit A

Wagner Peyser and Unemployment Insurance

APPLICABLE STATUTES AND REGULATIONS

- (a) Wagner-Peyser Act, 29 USC 49 et seq.;
- (b) General Provisions Governing the Federal-State Employment Service System, 20 CFR 651; Establishment and Functioning of State Employment Services, 20 CFR 652; Services of the Employment Service System, 20 CFR 653;
- (c) Job Counseling, Training and Placement Services for Veterans, 38 USC §4100 et seq.; Employment and Training of Veterans, 38 USC §4211 et seq.;
- (g) Fair Labor Standards Act 29 USC §201 et seq.; and
- (h) Indiana Department of Employment and Training Act, IC 22-4 et seq. and accompanying rules, regulations and policy directives.

PROJECT NARRATIVE

Office Location(s): _____
(City or County)

Location Address (es): _____

Please complete the following information for each location where reimbursement is needed for shared expenses. *If the means of sharing costs are the same in more than one location, you may include more than one office per page. However, you must indicate the address of each office included and a separate budget sheet is required.* Additional budget notes may be attached, as needed, to provide further clarification or justification.

1. Premise and Telephone Expenses

Who holds the lease at this site? _____

Monthly Lease Amount: _____ Lease Expiration Date: _____

Who is responsible for the payment of the following items at this location? (Please check appropriate boxes in the chart below)

	Lease	IDWD	WIB or RWB*	N/A
Utilities				
Janitorial				
HVAC				
Security Guard Services				
Security Alarm System				
Fire Alarm System				
Snow Removal				
Lawn Service				
Liability Insurance				
Trash Removal				
Internet Service Provider				
Data Lines				
Handyman Services				
Recycling				
PO Box				
Courier Service				
Telephone Maintenance				
Local Telephone Service				
Long Distance Service				

*Regional Workforce Board on behalf of the regional operator and/or service provider.

2. Administrative Costs

Are there any costs associated with the administration cost category in the contract budget? Yes____ No____

If yes, describe the administrative services provided, including a list of positions paid from this category.

3. Clerical Support/Contract Supervision

Will there be shared clerical support or functional supervision services?
Yes____ No____

If yes, please describe the services provided to support the figures listed in the Clerical Support/Contract Supervision line item of the contract budget. This description should include a list of all positions, their role and responsibilities as it relates to this contract and the percentage of time involved.

4. Supply Expenses

Will there be shared supply expenses? Yes____ No____

If yes, who pays these costs?

Workforce investment board or regional workforce board ____

Indiana Department of Workforce Development ____

If reimbursement is part of contract, please describe the supplies to be purchased.

5. Equipment Purchases/Equipment Expenses

Are there any shared equipment costs? Yes_____ No_____

If yes, who pays these costs?

Workforce investment board or regional workforce board _____

Indiana Department of Workforce Development _____

If reimbursement is part of contract, please describe the equipment to be purchased or leased.

6. Miscellaneous Expenses

Are there any costs associated with the miscellaneous cost category in the contract budget?

Yes_____ No_____

If yes, who pays these costs?

Workforce investment board or regional workforce board _____

Indiana Department of Workforce Development _____

If yes, please provide a description below of the type of costs anticipated.

**PY'06 Integrated Services Contract Budget
Summary Budget**

WIB or RWB NAME:	Cntr#
	Mod#

WIB/RWB Pays Bills and DWD Reimburses to RWB/WIB

DWD Pays Bills and WIB/RWB Reimburses to DWD

Section A WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	CFDA#17.207 WP	CFDA#17.207 LVER	CFDA#17.207 DVOP	CFDA#17.225 UI	Other Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other Partners
1. PS/PB	\$0												
1a. Administrative Costs	\$0												
1b. Clerical Support/Contract Supervision	\$0												
Sub-Total for Sec. A	\$0		\$0			\$0		\$0					

Section A IDWD

Section B WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners
2. Premise Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2a. Rent	\$0												
2b. Utilities	\$0												
2c. Janitorial	\$0												
2d. Security	\$0												
2e. Other Premise	\$0												
3. Supply Expenses	\$0												
4. Equipment Purchases	\$0												
5. Equipment Expenses	\$0												
6. Telephone and Data Line Expenses	\$0												
7. Miscellaneous Expenses	\$0												
Sub-Total for Sec. B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIB/RWB Case Management Reimbursement													
% Sec B EGR %Sec B IDWD		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL CONTRACT AMOUNT OF IDWD
REIMBURSEMENT TO WIB/RWB

\$0

TOTAL CONTRACT AMOUNT OF WIB/RWB
REIMBURSEMENT TO IDWD

\$0

* Please identify partners and respective amounts for each in footnotes or attachments.

Program Director

**PY'06 Integrated Services Contract Budget
Location Budget**

Location:	Cntr#
	Mod#

WIB or RWB Pays Bills and DWD Reimburses to WIB or RWB

DWD Pays Bills and WIB or RWB Reimburses to DWD

Section A WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	CFDA#17.207 WP	CFDA#17.207 LVER	CFDA#17.207 DVOP	CFDA#17.225 UI	Other Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other Partners
1. PS/PB	\$0												
1a. Administrative Costs	\$0												
1b. Clerical Support/Contract Supervision	\$0												
Sub-Total for Sec. A	\$0		\$0			\$0		\$0					

Section A IDWD

Section B WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners
2. Premise Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2a. Rent	\$0												
2b. Utilities	\$0												
2c. Janitorial	\$0												
2d. Security	\$0												
2e. Other Premise	\$0												
3. Supply Expenses	\$0												
4. Equipment Purchases	\$0												
5. Equipment Expenses	\$0												
6. Telephone and Data Line Expenses	\$0												
7. Miscellaneous Expenses	\$0												
Sub-Total for Sec. B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
% Sec B ECR %Sec B IDWD		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Section B IDWD

TOTAL CONTRACT AMOUNT OF IDWD
REIMBURSEMENT TO WIB or RWB

\$0

TOTAL CONTRACT AMOUNT OF WIB or RWB
REIMBURSEMENT TO IDWD

\$0

* Please identify partners and respective amounts for each in footnotes or attachments.

Program Director

**PY'07 Integrated Services Contract Budget
Summary Budget**

WIB or RWB NAME:	Cntr#
	Mod#

WIB/RWB Pays Bills and DWD Reimburses to RWB

DWD Pays Bills and WIB/RWB Reimburses to DWD

Section A WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	CFDA#17.207 WP	CFDA#17.207 LVER	CFDA#17.207 DVOP	CFDA#17.225 UI	Other Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other Partners
1. PS/PB	\$0												
1a. Administrative Costs	\$0												
1b. Clerical Support/Contract Supervision	\$0												
Sub-Total for Sec. A	\$0		\$0			\$0		\$0					

Section A IDWD

Section B WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners
2. Premise Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2a. Rent	\$0												
2b. Utilities	\$0												
2c. Janitorial	\$0												
2d. Security	\$0												
2e. Other Premise	\$0												
3. Supply Expenses	\$0												
4. Equipment Purchases	\$0												
5. Equipment Expenses	\$0												
6. Telephone and Data Line Expenses	\$0												
7. Miscellaneous Expenses	\$0												
Sub-Total for Sec. B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIB/RWB Case Management Reimbursement													
% Sec B EGR %Sec B IDWD		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Section B IDWD

TOTAL CONTRACT AMOUNT OF IDWD REIMBURSEMENT TO WIB/RWB

\$0

TOTAL CONTRACT AMOUNT OF WIB/RWB REIMBURSEMENT TO IDWD

\$0

* Please identify partners and respective amounts for each in footnotes or attachments.

Program Director

**PY'07 Integrated Services Contract Budget
Location Budget**

Location:	Cntr#
	Mod#

WIB or RWB Pays Bills and DWD Reimburses to WIB or RWB

DWD Pays Bills and WIB or RWB Reimburses to DWD

Section A WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	CFDA#17.207 WP	CFDA#17.207 LVER	CFDA#17.207 DVOP	CFDA#17.225 UI	Other Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other Partners
1. PS/PB	\$0												
1a. Administrative Costs	\$0												
1b. Clerical Support/Contract Supervision	\$0												
Sub-Total for Sec. A	\$0		\$0			\$0		\$0					

Section A IDWD

Section B WIB/RWB

CATEGORY	TOTAL	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners	WIB/RWB FUNDS	WP	LVER	DVOP	UI	Other * Partners
2. Premise Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2a. Rent	\$0												
2b. Utilities	\$0												
2c. Janitorial	\$0												
2d. Security	\$0												
2e. Other Premise	\$0												
3. Supply Expenses	\$0												
4. Equipment Purchases	\$0												
5. Equipment Expenses	\$0												
6. Telephone and Data Line Expenses	\$0												
7. Miscellaneous Expenses	\$0												
Sub-Total for Sec. B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
% Sec B ECR %Sec B IDWD		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Section B IDWD

TOTAL CONTRACT AMOUNT OF IDWD
REIMBURSEMENT TO WIB or RWB

\$0

TOTAL CONTRACT AMOUNT OF WIB or RWB
REIMBURSEMENT TO IDWD

\$0

* Please identify partners and respective amounts for each in footnotes or attachments.

Program Director